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ENGINEERING-SCIENCE, INC. a unit of
PARSONS ENVIRONMENTAL SERVICES, INC.

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June 27, 1994

Mr. Randy T. Ogg
EG&G Rocky Flats, Inc.
Rocky Flats Plant, Bldg. 080
P.O. Box 464
Golden, Colorado 80402-0464



Re: Task Order MTS 343780GG3 under Master Task Subcontract
MTS 225453RR
OU4 Phase II Requirements
Minutes of OU4 Program Coordination Meeting of June 27, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, July 11, 1994.

Please contact me directly at (303) 764-8811, if you have any questions or need additional information.

Sincerely

Phil Nixon
Project Manager

cc: Dave Ericson, EG&G
Steve Paris, EG&G
Kim Ruger, EG&G
Mark Austin, EG&G
Michelle Mckee, EG&G
Joel Zarret, EG&G
Robin Popish, EG&G (2)
Bob Glenn
Rick Wilkinson
Richard Henry
Pete Holland
Alan Putinsky

**Minutes of Meeting
OU4 PROGRAM COORDINATION**

June 27, 1994

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on June 27, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has and been developed as an action during the first several weekly meetings.

A. ATTENDEES

Participants in the meeting were:

Randy Ogg, EG&G
Kim Ruger, EG&G
Joel Zarret, EG&G
Will Barnard
Phil Nixon
Richard Henry

B. PURPOSE

The meeting was convened to review the status and discuss the coordination and communications, and the scheduling, budgeting, and accounting for the OU4 projects.

C. AGENDA

The Agenda prepared for the meeting is attached.

EG&G and ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. Action: EG&G and ES.

D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the May 23, 1994 meeting had been issued and distributed on May 25, 1994. No other comments were received. The May 23, 1994 meeting minutes were distributed and discussed during the meeting to update the action items.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only actions with current pending actions were discussed, as follows:

Action Item 4, provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments on the draft Implementation Plan. Rick Wilkinson and Kim Ruger discussed the comments and ES will re-issue the implementation plan and schedule as a package with the WBS deliverable. Randy Ogg requested that Pete Holland and Richard Henry provide input to the WBS and the Phase II implementation strategy. **Action: ES.**

Action 36, ES forwarded a revised copy of the Health and Safety plan to EG&G on May 31, 1994. EG&G has submitted the plan to make it a controlled document. Randy Ogg indicated that this plan would be used for the Phase II program, but indicated that a few minor modifications may be required. Phil Nixon and Richard Henry agreed that this was an appropriate strategy.

Action 37, EG&G requested the status of ES personnel working on the Phase I and II field work meeting EG&G training requirements. ES provided EG&G with an ES training matrix. **The matrix will be reviewed and discussed at the next OU4 Program Coordination Meeting.**
Action: ES

Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling. ES sent a letter recommending inclined drilling beneath SEP 207-C since the sludge in the SEP is saltcake. Randy Ogg indicated that there was still liquid in SEP 207-C in addition to the salt cake. It was discussed that inclined drilling was therefore not nearly as feasible as originally thought. ES will amend the letter reversing the recommendation. **Action: ES**

Action 40, Prepare Phase II schedule and Logic Diagram for EG&G. EG&G will provide information to ES so that the logic diagram can be created. In addition, EG&G will provide a few sample WBS dictionary entries that reflect the desired level of detail. **Action: EG&G**

Action 41, Prepare Draft WBS Dictionary. EG&G provided comments to ES on the draft WBS dictionary. EG&G will provide sample WBS dictionary entries that have the desired level of detail. ES will modify the WBS dictionary **Action:ES & EG&G**

Action 42, Investigate OU11 Sonic Drilling. EG&G request that ES investigate the problems that the OU11 crews are experiencing with sonic drilling technology. The drill fluid/lubricant is causing some difficulties. The method is not resulting in a reduction of drill cuttings as expected. **Action ES.**

Note: Meetings will review only the outstanding and scheduled action items. The format of the action item list has been revised, to provide a running chronology of status.

3. Status Reporting

a. Weekly Project Status

ES provided a consolidated single OU4 program report to provide status for the three (3) projects. Each of the Project Managers reviewed the status of their project. A copy of the weekly status report is attached.

b. Schedule Status

ES provided an updated schedule as of June 22, 1994 for the Phase I RFI/RI and the IM/IRA.

c. Variance Analyses

The next scheduled Monthly Status Report and Variance Analysis will be submitted by July 10, 1994.

d. Accrual Reporting

Joel Zarret asked about the methodology for estimating the Project Accruals. Phil Nixon indicated that ES has actuals for the first 2 weeks of the period and then estimates the costs of the remaining weeks based on the schedule and anticipated level of required expenditures. **It was agreed that ES will notify EG&G at the time the accrual report is being prepared so that EG&G can provide some input and learn how the report is generated.** Randy Ogg will be the contact person. Joel Zarrett is the interested party. Joel requested that the accrual report be faxed to him when it is complete.

4. Other Issues

a. EG&G Issues

- 1) Methodology for incorporating CDH/EPA comments on the draft proposed IM/IRA-EA Decision Document.

ES and EG&G will both review the comments and determine which comments fit into the following categories.

- (1) Will respond (typos/grammar)
- (2) Technical - non controversial
- (3) Technical - potentially controversial

The comments in group #3 will be identified for team distribution. ES and EG&G will jointly work on comment responses so the team will be cognizant of the proposed modifications.

b. Parsons/ES Issues

- 1) Status of Sludge

DOE has not formally directed EG&G as to whether sludge should be incorporated into the IM/IRA.

- 2) Schedule for the IM/IRA Contract Modification

EG&G is considering issuing a letter contract to begin work on the additional scope items.

- 3) Geotech work plan and utilities verification work plan.

Randy suggested that DOE, CDH, and EPA be notified that the work plans included in the IM/IRA-EA Decision Document are ready to be implemented. This would indicate if any organization requested additional individual approval.

- 4) Schedule for revised IM/IRA-EA Decision Document and Phase II Work Plan

Comments are due from CDH/EPA on June 28, 1994. The revised documents are due early in August. If the comments are late, then EG&G will consider a day for day schedule extension.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for July 11, 1994, starting at 8:00 am, in the ES-Denver offices. The July 4, 1994 meeting has been canceled as a result of the holiday.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting. The Action Items carried forward from prior meetings and generated during this meeting are identified on the attached Action Item List.

G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Weekly Project Status Report for the Week of May 13 - May 20, 1994

OU4 Programmatic Meeting

June 27, 1994

AGENDA

- 1. Review of Action Items List**
- 2. Schedule Status**
- 3. Review of Weekly Project Status Report**
- 4. Earned Value Reporting**
- 5. Accrual Reporting**
- 6. OU4 Phase II WBS Dictionary**
- 7. Other Issues**
 - Status of Sludge in the IM/IRA**
 - Schedule for turn on of the IM/IRA contract modification**
 - Do geotech workplan and utility workplan need to be submitted for approval**
 - Schedule for revised IM/IRA-EA Decision Document and Phase II Workplan**